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MEMORANDUM FOR:  25X1  
Contracting Officer, Building Planning Staff,  
Office of Logistics

FROM: Daniel C. King  
Director of Logistics

SUBJECT: Delegation of Contracting Authority to the  
Contracting Officer for the Building Planning Staff,  
Office of Logistics  25X1

1. You are hereby appointed Contracting Officer for the Central Intelligence Agency's Office of Logistics, Building Planning Staff (OL/BPS), with authority to negotiate, execute, administer, and settle OL/BPS contracts for:

a. Architect-engineer services.

b. Other specified types of contractual actions authorized and documented by the Director of Logistics.  25X1

2. In the event of your unavailability and until such time as other procurement officers are assigned to your team, the Procurement Management Staff, Office of Logistics, will serve as your backup. Both the chief and deputy chief of that staff will have full authority to act for you in your absence. To facilitate this arrangement, you are asked to keep them generally apprised of your activities.  25X1

3. As a condition precedent to the exercise of the above contracting officer authority, review by the Agency Contract Review Board and approval by the Director of Logistics shall be obtained for the following proposed contract actions, except that the Director of Logistics may, from time to time, exempt specific contracts or classes of contracts from such review:

a. All proposed contracts and amendments individually exceeding \$500,000 in value.

b. Overrun amendments exceeding \$125,000 and also exceeding 25 percent of the original estimated cost of the contract.

c. Justification for sole source on procurements expected to total \$500,000.  25X1

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4. Referrals to the Agency Contract Review Board. You may submit proposed contracts or amendments to the Agency Contract Review Board regardless of amount when, in your judgment, the action involves, or might involve, controversial or policy matters of such significance that prior Board review would serve the best interests of the Agency.

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5. Referrals to the Procurement Division, Office of Logistics. The Chief, Procurement Division, Office of Logistics, shall be responsible for presenting to the Agency Contract Review Board those OL/BPS procurement requests forwarded to the Procurement Division for action. In such cases you may act as precontract procurement advisor to OL/BPS technical officer, when so requested by that office. You may also serve in a liaison capacity to the Chief, Procurement Division, Office of Logistics.

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6. Referrals by the Director of Logistics. Notwithstanding the primary responsibility of each contracting officer, the Director of Logistics may transfer procurement responsibility between contracting officers in specific cases when the best interests of the Agency would be served thereby. Such transfers will normally consider the following factors:

a. The Procurement Division, OL, is charged with the responsibility for the procurement of all Agency-required production and supply-type equipment and supplies, including first follow-on production. The Procurement Division, OL, will, therefore, normally undertake such procurements except as noted in paragraph 1.b.

b. The Procurement Division, OL, is charged with primary responsibility for service contracts for maintenance, repair, modification, and spare parts for all Agency equipment common to the use of two or more directorates or major offices thereof, including associated field engineering and technical representative services.

c. The Procurement Division, OL, is charged with the responsibility for the procurement of automatic data processing equipment, software, and related services.

d. The contracting team concept contemplates that the contracting officer, technical officer, security officer, and auditor will be integrated into the requirements component to best serve directorate requirements. The contracting team will, therefore, automatically support the requirements of

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the line component to which it is assigned, except for those classes of procurement actions which are reserved for Procurement Division or when special circumstances justify alternate courses of action. Such circumstances might include:

(1) Unusual security requirements which dictate that only one contracting officer represent the Agency for all directorates in a given case;

(2) Unusual business circumstances suggesting that the directorate contracting officer having the predominant interest in a particular contractor should represent one or more directorates in the contracting effort under consideration; or

(3) A joint procurement funded by two or more directorates, but technically monitored by one directorate.

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7. Referrals by the OL/BPS Contracting Officer. When circumstances exist which dictate that a particular procurement could be more effectively accomplished by a contracting officer other than yourself, you may transfer such a procurement action with the consent of the other directorate contracting officer.

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*[Signature]* Daniel C. King

Daniel C. King

CONCUR:

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Chief, Logistics and Procurement Law  
Division, OGC

\_\_\_\_\_  
Date

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cc: D/Finance  
C/L&PLD/OGC

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